



## **GLOUCESTER COUNTY WORKFORCE DEVELOPMENT BOARD**

### **01.3-GCWDB2025-10:1 INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY**

Policy Number: 01.3-GCWDB2025-10:1

Replaces: 01-GCWDB (ITA) Policy 2017-01-18:1 and amended 10-31-23

Approved: October 1, 2025

Adopted: October 1, 2025

#### **Purpose**

Local Workforce Development Boards (LWDBs) must establish local policies to guide their local service providers in writing Individual Training Accounts (ITAs) contracts that meet the needs of their local area and align with this state-level guidance. The Gloucester County Workforce Development Board has adopted the following policy concerning using the Individual Training Accounts (ITAs) funding through the Workforce Innovation and Opportunity Act (WIOA) allocations.

#### **Parties**

This policy applies to WIOA Adult and Dislocated Worker (Title I) WIOA participants. The Gloucester County One Stop Career Center Title I staff is responsible for determining WIOA eligibility and the development of an operational procedure to be approved by the Workforce Development Board to align with this policy.

#### **Definitions of Key Terms**

Individual Training Accounts (ITAs) are a primary way that One Stop Centers provide training to eligible participants.

- ITAs support Title I Training Services. Participants in Title I Adult and Dislocated Worker programs access training services from eligible training providers through ITAs.

#### **Eligibility Requirements**

Residents of the County of Gloucester who meet the requirements of [20 CFR 680.210](#) may receive training services through this funding stream. Additional information about training eligibility can be found in NJDOL's Title I Eligibility policy (WD-PY24-11). The One Stop Operator makes this determination after WIOA eligibility is established by Title I staff.

ITA funding is not guaranteed to any participant and is contingent on funding availability and approval of the One Stop Operating Budget by the Workforce Development Board and Chief Elected Official.

## **Policy Specifications**

Individual Training Account (ITA) funding limitations:

Local areas have the authority to develop policy that establishes a maximum limit for (ITA) training grants based on the identification of training that aligns with a participant's Individual Employment Plan (IEP) and the standard cost of the training. This policy sets a maximum training cost of \$6000 per individual with the potential to exceed that amount pending approval of state guidance.

Maximum Duration of ITA:

ITA's will be valid for up to two years. An individual may only receive ITA funding once.

Expenses an ITA Will Encompass:

ITAs may be spent on tuition, fees, books, licenses, credentials, and school supplies (if the school requires the books and supplies).

Training services covered by ITAs:

ITAs may be awarded to individuals that meet WIOA eligibility and apply for training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate. Specifically, the training programs are eligible for support through ITAs if:

- Included on the New Jersey Eligible Training Provider List
- Directly linked to an in-demand industry sector on the NJDOL Labor Demand Occupations [List](#) or occupation or sectors that have a high potential of sustained demand or growth in the local area or in the planning region or in another area that are approved by an Occupational Training Waiver.
- Consistent with the local area's guidelines for programs providing quality training and meeting any performance standards set by the state or local areas.
- To support an individual in a Registered Apprenticeship Program (RAP) by funding the related technical instruction (RTI) portion of their training. Participants are encouraged to consider Apprenticeship as a viable career pathway.

Training service provided through Title I Adult funding streams must prioritize supporting individuals with Priority of Service. More information about Priority of Service can be found in WD-PY24-11.

## **Additional Information and Resources**

- WIOA regulations at 20 CFR 680.220 require that, prior to receiving training services, a customer must receive an interview, evaluation, or assessment, or career planning, including the development of an IEP. This information is critical to informing and

individualizing a service plan for a participant and ensuring that training services align with the occupational interests, skill needs, and employment goals of the individual.

- One Stop Career Center staff may take prior assessments completed up to a year before enrolling in WIOA services in training eligibility determinations.
- Participants are required to complete financial aid forms if the program qualifies. If a participant can obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds or Federal Pell Grants, training must be paid with these sources first. ITAs are intended to support participants who do not have access to any other training funds. WIOA regulations related to fund coordination can be found at [20 CFR 680.230](#).
- Participants must first be considered eligible and suitable (appropriate) for training. If the training program selected is greater than the maximum value, the student must indicate how the remaining costs of the training will be funded.
- ITAs should not be issued to a student who does not have a high school diploma or needs to upgrade his/her literacy skills after an assessment.

**References and Links:**

- [20 CFR 663.420\(c\)](#);
- [20 CFR 680.210](#);
- [20 CFR 680.220](#);
- [20 CFR 680.230](#);
- [20 CFR 680.600](#);
- [TEN 23-23](#);
- [WD-PY22-14.2](#);
- [WIOA sec. 134\(c\)\(3\)\(B\)](#)
- New Jersey Workforce Innovation Notice WD-PY-24-X: Individual Training Accounts (Draft)
- New Jersey Workforce Innovation Notice WD-PY24-11: Title I Adult, Dislocated Worker, and Youth Eligibility
- **01-GCWDB ITA Policy** *Original Adopted date: January 18, 2017; Date Amended: October 31, 2023*